



PRE-APPLICATION CONFERENCE WAIVER Information and Application

Handout #71-A Revised 2/25/04

When is a Pre-Application Conference required and when can the conference be waived?

A pre-application conference or approval of a pre-application waiver is required before an applicant submits for a Type II (administrative decision) or a Type III (Hearing Examiner decision) review.

The Responsible Official may waive the requirement for a pre-application conference only if an application is relatively simple.

Granting the pre-application conference waiver may increase the risk that the application will be rejected or processing will be delayed.

What is the purpose of the Pre-Application Conference?

The pre-application conference is an opportunity for the applicant to present their proposal and ask questions of staff and other affected agency representatives (e.g., Washington Department of Transportation). During this one-hour session, the applicant will be informed about the applicable review standards and possible development issues.

Applicants are encouraged to provide complete and accurate information with their submittal package in order for staff to provide a thorough review.

What is the pre-application waiver application procedure?

A waiver requires the applicant to submit the waiver fee in the amount of **\$139**, and **2 copies** of the following:

- Completed Development Review Application Form with original signed in ink,
- Developer's GIS Packet;
- Project description;
- Proposed site/land division plan;
- Narrative describing why this project should qualify for a waiver; and,
- Narrative listing 3-5 similar (type and scale) successful projects completed within Clark County over the last 2 years.

Staff will follow the following approval guidelines in arriving at a decision:

- Pre-app waiver should not generally be approved for Planned Unit Developments, Conditional Uses, Road Modifications and Variances;
- Pre-app waivers may be considered where development is proposed outside of critical areas or critical area buffers;
- Pre-app waivers may be considered for projects that are simple and straight forward, with no apparent issues that can not be resolved during the normal review process; and,
- Pre-app waivers may be considered where the applicant has successfully demonstrated experience with similar projects in the county.

The Responsible Official will normally issue a decision within 7-14 days of

application, and not later than 21 calendar days of a complete submittal.

Please note: An approved pre-application conference waiver does not relieve the applicant from complying with all local, state, and federal regulations.

What are the risks if I don't go through the pre-application process?

Staff considers the pre-application conference an important part of the development process that will ultimately save the applicant time. By applying for a PAC waiver the applicant is assuming the risk that unforeseen issues will arise and result in permit processing delays.

Can the decision be appealed?

The Responsible Official's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$1,070** fee within 14 calendar days after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Unified Development Code, Sections 40.510.020(A)(2)(b) & 40.510.030(A)(2)(b)

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DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change